



Development Services
 Building Division
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NEW COMMERCIAL / INDUSTRIAL CHECKLIST

Date: _____ Plan Check #: _____ Bin: _____

Job Address: _____

Applicant: _____ Phone: _____

		YES	NO	N/A	COMMENTS
1	6 Sets of legible plans Minimum size required 24X36" 2 of these sets stamped & signed				
2	2 Copies of soils report				
3	2 Copies of Title 24 energy calculations				
4	2 Copies of Title 24 accessibility				
5	2 Copies of Engineering calculations (Not required if conventional construction)				
6	2 Copies of roof truss calculations if applicable. Note: Additional plan check fee applies if submitted later.				
7	Plot plan (Show setbacks)				
8	Grading plan				
9	Foundation plan				
10	Floor plan (Show dimensions)				
11	Exterior elevations				
12	Framing plan				
13	Roof plan				
14	Structural plan				
15	Electrical plan				
16	Mechanical plan				
17	Plumbing plan				
18	Landscaping Plan				
19	Building Address on Title Block (Include Suite Numbers)				
20	Fire Sprinklers Required				
21	Hazardous materials disclosure form				